




PMI Orange County Chapter Board of Directors Minutes

Project Management Institute – Orange County Chapter, Inc.
May 2009 Board of Directors Minutes
6:45 – 8:30 PM, Tuesday, 06/02/09¹

| Board of Directors Meeting Attendance | | |
|---------------------------------------|---|--------------------------|
| <input checked="" type="checkbox"/> | Chair/President | Sylvan Finestone |
| <input checked="" type="checkbox"/> | Chair Elect | Stephen June |
| <input checked="" type="checkbox"/> | Director At Large | Cornelius Fichtner |
| <input type="checkbox"/> | Finance Director/Treasurer | Francisco Avalos |
| <input checked="" type="checkbox"/> |  IT Director | Tariq Shaikh (called in) |
| <input checked="" type="checkbox"/> | Marketing Director | Lori Shapiro |
| <input checked="" type="checkbox"/> | Membership Director | Thomas Cutting |
| <input checked="" type="checkbox"/> | Operations Director/Secretary | Nora Goto |
| <input checked="" type="checkbox"/> | Programs Director | Derek Barraza |

| Other Attendees/Committee Members | | |
|-----------------------------------|---------------|-----------------------|
| <input type="checkbox"/> | Beth Williams | Volunteer Coordinator |

Location:

Compuware, Irvine, CA – Suite 600 - <http://www.compuware.com>

Start/Networking/Dinner (All 6:15pm – 6:45pm)

Call to Order (Sylvan 6:45pm)

- Meeting call to order
Meeting was called to order at 6:45 pm by Sylvan Finestone
- Approval of the minutes from April
Motion to approve the minutes with change to the task list replacing Tom Cutting with Derek Barraza to review the Train the Trainer session with Tom Cummings was made by Sylvan Finestone. Tom Cutting seconded. All ayes approved minutes approved with changes

Action Item: Nora Goto to make the changes to the 04/28/09 minutes.

UCI Team Presentation (7:00 pm- 7:30 pm)-Moved to Board of Directors meeting on June 23, 2009

Chapter Financials (Stephen 7:30pm – 8:00 pm)

- Balance Sheet, P & L and Budget
Financial report was provided by Stephen June. Finances are in good order with no major issues reported. Some expenses may not be categorized correctly.
- Cash Flow, Aging Report and Accounts Receivables
Expenses for the PMP workshop are still expected. There are 2 issues with the aging report with payment on invoices due from Creative Solutions and Brian Bozzuto. It is possible that the bookkeeper could support reimbursement process. Use of Constant Contact and email blast can also be included as a source of advertising income in advertising packages.

Action Item: Cornelius Fichtner will work with Lori Shapiro to come up with plan to market advertisements and reconcile invoices and payments due.

Action Item: Derek Barraza will get advertising proposals to Compuware.

Action Item: Lori Shapiro to add Constant Contact to the rate sheet.

¹ Moved to accommodate scheduling



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a) Career Fair and 20th Anniversary Event

Financial breakeven for the event is 300 participants. The cost for the additional breakout room is \$175.00 at the Marriot. The event price is \$60.00 at the door and \$50.00 for payment in advance. Vendor table cost is \$350.00 with a target of at least 12. There is a \$15.00 fee for the Career Fair. There will be an option of a limited number of members gaining access to the Career Fair for free.

Action Item: Tom Cutting will monitor the request for fee relief for entrance to the Career Fair.

b) PMP Prep

More PMP prep expenses are expected.

Action Item: Derek Barraza will meet with Tom Cummings to reconcile the number of books purchased with the number of registrants.

c) IT Expenses

No major website enhancements or customizations are expected. Some work is planned i.e. addition of Milestones thumbnail and should be completed within the budgeted amount.

d) MVOT

Expenses are higher due to the increased number of participants. Expenses should even out at the end of the year.

e) Board Meeting

Board meeting expenses are slightly over budget.

5) SOTEC MOU and support payment

Sylvan Finestone presented the SOTEC MOU agreement for review. Motion to approve the MOU which includes a \$1,000 fee and 2 volunteers to support the event was made by Derek Barraza. The motion was seconded by Lori Shapiro. All ayes approved.

Special Reports (8:00pm – 8:05pm) (closed session as needed)

6) SAPR Submission

Action Item: Sylvan Finestone will submit the SAPR next month to PMI.

Strategic Opportunities Discussions and Motions (8:05pm – 8:30pm)

7) Bylaws Revision

Sylvan Finestone contacted the Sacramento Valley Chapter regarding legal review for the revised Bylaws. They advised PMI review should be sufficient. Thomas Cutting suggested minor changes including wording and correction of errors. Cornelius Fitchner motioned to accept the Bylaws as revised for submission to PMI for review and approval. Derek Barraza seconded the motion. All ayes approved.

Action Item: Nora Goto will make the final changes to the revised bylaws as suggested by Tom Cutting. Nora will send the corrected version to Tom for final review.

Adjournment

8) Meeting Adjournment

Motion to adjourn the meeting was made by Tom Cutting. Lori Shapiro seconded the motion. Meeting was adjourned at 8:10 pm.



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| # | Responsible Party | Task | Due Date | Open |
|----|--|---|----------|------|
| 1 | Finance | Finance (Francisco Avalos) to follow up with Quikbooks on providing reminders about expiring advertising funds. | | Y |
| 2 | Finance | Finance (Francisco Avalos) to work with Marketing / Programs (Derek Barraza and Lori Shapiro) to provide information about advertising reminders to renew ads. | | Y |
| 3 | Chair | Chair (Sylvan Finestone) to submit taxes and SAPR Chapter report before end of May. | 05/31/09 | Y |
| 4 | Programs and Marketing | Programs and Marketing (Derek Barraza and Lori Shapiro) to submit receipts for reimbursement of Region 7 conference to Chair (Sylvan Finestone). | 05/15/09 | Y |
| 5 | Membership Programs | Membership (Tom Cutting) Derek Barraza to review with Tom Cumming the Train the Trainer on the differences between the 3 rd and 4 th edition of the PMBOK. | | Y |
| 6 | Membership | Membership (Tom Cutting) to develop a timeframe for the transition team by 5/12/09. | 06/09/09 | Y |
| 7 | Membership / Volunteering / Operations | Volunteering (Beth Williams) to work with Operations (Nora Goto) to get more volunteers. | | Y |
| 8 | Programs | Tom Cumming to reconcile PMP prep class materials with registrants | | |
| 9 | Operations | Change 04/28/09 minutes by swapping out Tom Cutting's name for Derek Barraza (Task #5) | | |
| 10 | Marketing | Lori Sharpiro to send pending advertising revenue list to Stephen June. Cornelius Fitchner to assist | | |
| 11 | Marketing | Cornelius Fitchner will work with Lori Sharpiro to come up with plan to market advertisements and reconcile invoices and payments due. | | |
| 12 | Marketing | Derek Barraza will get advertising proposals to Compuware. | | |
| 13 | Marketing | Lori Shapiro to add Constant Contact to the rate sheet. | | |
| 14 | Operations | Send Cornelius name of volunteer interested in strategic volunteer position | | |
| 15 | Membership | Tom Cutting will monitor the request | | |



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| | | for fee relief for entrance to the Career Fair. | | |
| 16 | Programs | Derek Barraza will meet with Tom Cummings to reconcile the number of books purchased with the number of registrants. | | |
| 17 | Operations | Nora Goto will make the final changes to the revised bylaws as suggested by Tom Cutting. Nora will send the corrected version to Tom for final review. | | |